



DIRECTOR OF RECREATION SERVICES

FLSA Status: Exempt

Adopted: April 2000

Revised: September 2005, September 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general direction from the Assistant City Manager, the Director of Recreation Services manages, plans, coordinates and integrates departmental operations, programs and policies with other Town departments and staff, outside agencies and citizen organizations, and ensures public participation in park and recreation center planning, design and utilization. Incumbents exercise independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

The Director of Recreation Services is a department head position and works under the general direction and guidance of the Assistant City Manager. The incumbent exercises daily supervision over all recreation staff, plans their daily schedules, and manages their activities.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Functions as a member of the Town management team participating in Town-wide policy development, administrative planning, risk management and safety and loss prevention
- Develops and oversees departmental policies and administrative planning
- Addresses departmental problems
- Plans, organizes and directs all activities of the Town's recreation program
- Plans, formulates and implements program plans including the effective use of a wide variety of recreational areas, facilities and equipment
- Establishes general approaches to be used in carrying out projects and determines priorities
- Reviews subordinates' activity reports and periodically checks work in progress and upon completion to ensure compliance with policy, standards and directions
- Resolves operational and personnel problems that cannot be handled by the Recreation Coordinator
- Prepares recommendations on budgetary needs as related to personnel, equipment and material, including related justifications
- Administers the department budget including the approval and control of expenditures
- Develops long range plans and objectives for the department
- Conducts a continuing review of activities for purposes of detecting problem areas and increasing efficiency

- Evaluates department staffing arrangements, staffing levels and work assignments
- Sets performance standards for staff and evaluates performance
- Reviews and makes recommendations regarding construction plans for recreation facilities in terms of program usage
- Monitors and manages projects within area of assignment
- Conducts periodic and special community meetings seeking public involvement on park planning projects and related activities
- Coordinates activities of the department with Town staff, contractors and outside agencies
- Negotiates and implements concessionaire, joint use and license agreements with commercial service providers, community organizations and other public agencies

QUALIFICATIONS

Knowledge of:

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating full-time and part-time staff
- Departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques of administrative analysis, effective public relations
- Principles and practices of team building and leadership
- Town policies and procedures

Ability to:

- Facilitate change and develop and coordinate recreation and leisure programs
- Prepare budgets and analyze departmental expenditures
- Conceive, propose, implement and maintain sound recreation procedures and records
- Analyze, interpret, and explain recreation policies and procedures
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication
- Compile, correlate and analyze a large volume of written and numerical data
- Attend and participate in evening meetings as assigned
- Facilitate meetings, including preparation of agendas and written minutes
- Market and promote activities and programs
- Work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Requires possession of a Bachelor's degree in Recreation Administration, Leisure Services, Public Administration or a closely related field.
- Experience: Requires five years of increasingly responsible professional experience in parks and recreation program management, including two years at the level of Recreation Program Manager. Possession of a Master's degree in one of the areas noted above may be substituted for one year of the required general experience.

OR

- Three years experience as Recreation Coordinator for the Town of Colma.

Licenses and Certificates

Possession of a valid California driver license. CPR/First Aid certificates required or achieved within 30 days of hire.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Set up, move, and take down recreational and facility equipment
- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Perform duties on a regular and consistent basis
- Travel between various work sites
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in work area
- Perform simple grasping and fine manipulation
- Use a telephone
- Communicate through written means
- Work extended and/or flexible hours in order to attend Board and other public meetings
- Work under pressure to complete a variety of written reports within specific timeframes
- Present staff reports, budgetary and other public information before the Council and the public
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate the same to the public
- Perform all duties on the job description except those determined to be incidental